

Section:	Students & Instruction	
Title:	School Completion Certificates	4.9.1

The Board of Education is responsible for developing criteria for students to receive a School Completion Certificate. The Board is also responsible for ensuring the criteria for students to receive a School Completion Certificate are communicated to its education partners.

General Guidelines

- Boards are responsible for providing educational programs to students with special needs or to other students who are on an individualized education program.
- Boards may recognize students with special needs or other students who are on an individualized education program as having met the goals and objectives of the educational program by requesting the Ministry of Education to issue a School Completion Certificate.

Criteria to Receive a School Completion Certificate

- To be eligible to receive a School Completion Certificate, students must meet the following criteria as appropriate:
 - Complete a transition plan that outlines options considered and that describes the roles of work, leisure, family and support networks in building the transition plan.
 - Complete an Individual Education Plan (IEP) that includes four of the following goals:
 - » Functional Academics
 - » Communication Skills
 - » Life Skills
 - » Work Experience
 - » Other: _____

And/or:

- Shows evidence of completing 30 hours of work experience or volunteer experience, which could be in school, supported work experience in the community or independent work experience.
- Shows evidence of participating in 80 hours of physical activity in school, home or community. This could include one or more of the following physical activities – physical education classes, swimming or hydrotherapy, physiotherapy, daily fitness, dance, Special Olympics.
- To the greatest extent possible, the expectation is that students will complete all four criteria to receive a School Completion Certificate.
- The school administrator must offer to consult with parents prior to putting a student on a School Completion Certificate pathway, and must advise the parents that a student on this pathway will not meet the criteria for a Dogwood Diploma.
- The school administrator will ensure parents are informed on the written report card of their child that he/she is following a modified curriculum with outcomes significantly different than for the student’s grade level.

Date Adopted: May 2007

Date Amended: To be amended (formerly Administrative Procedure #211)

Definition:

- *School Completion Certificate – issued in place of Dogwood Diplomas to students with special needs or other students who have succeeded in meeting the goals of their educational program.*

*Legal Reference: Ministry of Education Special Needs Students Order
Ministry of Education Student Report Policy*